



Air Traffic Control Policies
ATC Training Policy

Middle East & North Africa ATC Department

Revision 02/2023

02 SEP 2023

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1. Control Pages

1.1. Document Identification

Document Identification	
Type	Policy
Revision	02/2023
Issue Date	02 nd SEP 2023
Effective Date	02 nd SEP 2023
Prepared By	Rashid Raikhy – VATMENA31
Approved By	John K – VATMENA1 & Nadeem Z - VATMENA3
Next Review Due	20 th AUG 2024
Identification	VATMENA_POL_TRP_R01-2023.pdf

1.2. Revision Records

Revision Number	Date	Summary of Changes	Authors
01/2021	15/01/2021	New policy.	Suprojit Paul
01/2022	13/05/2022	Policy review.	Chriss Klosowski
01/2023	15/08/2023	Policy review	Rashid Raikhy
02/2023	02/09/2023	- Addition of Training Callsigns	Rashid Raikhy

2. General Provisions

2.1. Applicability

This policy governs all rating upgrades and ATC training conducted within the VATMENA division. All vACCs within the VATMENA division shall comply with all requirements as provided herein.

2.2. Changes

This policy is subject to change at short notice/with immediate effect at any time. Staff members shall ensure they always remain up to date with the latest policy and procedure changes.

2.3. Non-compliance

If a VATMENA vACC is in breach of the requirements contained herein or in breach of any VATMENA divisional policies, VATMENA divisional staff reserve the right to invalidate any training that has been conducted within the vACC, and take further action, if deemed required.

Any deviation from the requirements in this policy requires explicit written approval from the VATMENA divisional ATC training director.

3. ATC Training Requirements

3.1. Theoretical Examination

3.1.1. VATMENA Divisional Examination

All members shall have passed the divisional theoretical examination relevant to that rating with a minimum score of 80% before a rating change is made.

If the rating change requires a controller practical test (CPT), the member shall have passed the divisional theoretical examination relevant to that rating before a CPT is conducted.

3.1.2. Local Examination

Each vACC within the VATMENA division may require a member to have passed additional examinations before a rating change is made.

3.2. Practical Examination

All members of the VATMENA division shall be required to pass a controller practical test (CPT) before a rating change to S2, S3, C1 or C3 is made.

For members eligible for the “fast-track” programme, they shall be required to pass a CPT before a rating change to S3, C1 or C3 is made. The CPT exam should be conducted on VATSIM network and shall be assessed by a VATMENA Divisional Examiner, along with local vACC Examiner.

All practical examinations within VATMENA shall be conducted as provided in the VATMENA *Controller Practical Examination Policy*.

3.3. Training Programme

3.3.1. Structured training

Each vACC within the VATMENA division shall maintain a structured training programme and may include requirements that are more restrictive than those provided herein. Training Session reports must be kept on record within vACC, additionally the Euroscope log file from the final session or examination before requesting a rating upgrade should also be retained, both of which should be made accessible upon divisional request.

3.3.2. Mentors

Each vACC may maintain a roster of their own mentors who provide training to their home members. Except as provided in 5.2, mentors shall only be permitted to instruct members who are training for the next lowest rating.

Mentor Rating	Can conduct training for
S2	S1 rating (Ground/Delivery)
S3	S2 rating (Tower)
C1 or C3	S3 rating (Approach/Departure)
I1 or I3	C1 rating (Enroute Controller)
I3	C3 (Senior Controller)

Note: S1 rated members shall not be permitted to conduct training.

Except as provided in 5.2, C1 and C3 rated members shall only be permitted to conduct training for an S3 rating.

3.3.3. Training Callsign

The members and mentors are advised to follow the provided guidelines during training within VATMENA division.

- Members practicing their solo approvals should include “_T_” along with their controlling facility when controlling over VATSIM network.
- Mentors conducting training sessions on the VATSIM network are required to append “_M_” to their regular callsign, along with their facility.
- Additionally, it is mandatory for mentors to be logged into the same facility as the member. Usage of staff callsigns during mentoring sessions by a mentor are not authorized.

3.4. Controller Competency

Each vACC shall ensure that controllers on their roster comply to the minimum competencies as outlined in the [VATSIM Global Ratings Policy](#).

Additionally, members seeking a rating advancement must fulfil the subsequent criteria before progressing to the next rating.

- Accumulate a total of 30 hours of network controlling.
- Maintain a grace period of 45 days between successive rating upgrades.

Members who are found to be unfamiliar with local procedures may be denied controlling privileges by a vACC pending additional training until they are considered familiar.

3.5. Rating Assignment

All rating changes except Instructor (I1), Senior Instructor (I3) shall be approved by the VATMENA divisional ATC training director or their designee before they are made effective.

I1 and I3 rating changes shall be conducted as provided in 5.4 and 5.5.

3.6. Solo Endorsement

The member’s respective vACC (Mentor/ATC Department) is responsible for obtaining solo endorsements approval by submitting a request to the VATMENA ATC department. Once approved, the information will be recorded in the divisional records. The VATMENA division will make solo approvals visible to the public by displaying them on the divisional [website](#). The member’s home vACC can also display the solo endorsements on their local website after the solo approval has been approved by the division.

3.6.1. Eligibility

Members operating under a solo endorsement must adhere to the following conditions:

- Has completed their HOME vACC training department’s syllabus to the required standard and is nearing an assessment.
- Endorsed member cannot control one hour before, after or during a significant event. Except when they have obtained prior approval from their home vACC ATC department.
- Has checked his endorsement’s validity before connecting to the network.

Members are allowed approvals for a maximum total period of 90 days, with each renewal being limited to a maximum of 30 days (*IAW VATSIM GRP Policy*).

4. Senior Controller (C3) Rating

4.1. Definition

The Senior Controller (C3) rating may be granted to members of VATMENA who have demonstrated superior knowledge of Air Traffic Control procedures and have been recognised for their invaluable contributions to the VATMENA division.

4.2. Privileges

The C3 rating shall not grant the member any additional privileges and shall be subject to the same privileges of C1-rated members as provided in the VATSIM Global Ratings Policy.

4.3. Eligibility

To be eligible for a Senior Controller (C3) rating, members shall meet the following minimum requirements:

- Hold a C1 permanent rating.
- Have a combined total of 500 hours controlling experience on their C1 rating or any instructor ratings they may hold.
- Have a minimum of 50 hours controlling experience in the preceding six months within the VATMENA division.
- Be in good standing within the VATMENA division.
- Pass the VATMENA senior controller practical test (CPT)
- Demonstrate good knowledge of ATC procedures and the appropriate practical controlling skillset.
- Demonstrate good command of the English language, both written and spoken
- Be recommended by either:
 - Their home VATMENA vACC director and ATC training director or;
 - The VATMENA divisional ATC training director

4.4. Application Process

For a candidate to be considered for a C3 rating, the member's home vACC shall send a CPT request to the VATMENA ATC training department, as provided in the VATMENA *Controller Practical Examination Policy*.

The Divisional ATC department (ATC Director and his/her staff) have the authority/privilege to award a Senior controller rating (C3) to a member of VATMENA who is in good standing and has provided an exemplary service towards the VATMENA division as a recognition to their hard work, dedication and outstanding performance towards a particular achievement in contributing to the advancements or improvement of the division through various initiatives lead by the member.

5. Instructor Ratings

5.1. Definitions

The Instructor (I1) and Senior Instructor (I3) are administrative rating for members holding either a Controller (C1) or Senior Controller (C3) permanent rating.

These ratings may be granted to the members of VATMENA who have demonstrated superior knowledge of Air Traffic Control procedures and teaching skills. Eligibility for these ratings is also contingent upon active involvement in the daily ATC duties within their respective local vACC.

The VATMENA ATC Training Director and the Deputy ATC Training Director are both automatically eligible to receive the Instructor 3 (I3) and Instructor 1 (I1) ratings, respectively, provided they have a documented history of active mentorship within the division.

Instructor (I1) and Senior Instructor (I3) rated home members shall be permitted to conduct the following:

- Conduct all training up to and including En-route (C1) controller training within their home VATMENA vACC
- Examine any S2, S3 and C1 CPTs within their home vACC in the capacity of local examiner as provided in Section 7.

In addition to the above, Senior Instructors (I3) shall be permitted to conduct the following:

- Examine any S3, C1 and C3 CPTs within the VATMENA division in the capacity of divisional or local examiner
- Conduct recurrent training for Instructor (I1) and other Senior Instructor (I3) rated members of VATMENA

5.2. Limitations

Members of VATMENA holding Instructor (I1) and Senior Instructor (I3) ratings shall be subject to the following limitations:

- Home members shall not use these ratings to instruct or conduct training of any kind outside the VATMENA division.
- Home members shall not display the I1 or I3 rating when controlling a position outside of VATMENA. Instead, only the member's permanent rating shall be displayed.
- Members holding an I1 rating shall not act in the capacity of divisional examiner for any CPT unless they have been approved as a divisional examiner by the VATMENA divisional ATC training director.
- Visitor members of the VATMENA division shall not be permitted to exercise the privileges of their I1 or I3 ratings unless otherwise approved by the VATMENA ATC training director.
- Visitor members of the VATMENA division holding I1 or I3 ratings shall not display this rating when controlling within VATMENA. Instead, only their permanent rating shall be displayed.

5.3. Rating Assignment

If an application is approved by the VATMENA ATC training department, the member's rating upgrade shall be conducted by the VATMENA ATC training department.

Each vACC within VATMENA shall be limited to one instructor per 50 members. Divisional ATC training staff is not accounted for, in this calculation.

5.4. Removal of Rating

Instructor (I1) and Senior Instructor (I3) ratings are subject to potential revocation at any time by the VATMENA ATC Training Department, if it is deemed the member does not have the specific competencies required by the rating, or if requested by the respective VATMENA vACC director. This implies that these ratings are not permanent and may be withdrawn if certain conditions are met.

5.5. Roster

The VATMENA ATC training director shall maintain a roster of all active I1 and I3 rated members which shall be made available to the ATC training director of each VATMENA vACC.

6. Instructor Rating Requirements

6.1. Eligibility

6.1.1. Instructor (I1)

To be eligible for an Instructor (I1) rating, members shall meet the following minimum requirements:

- Hold a C1 or C3 permanent rating
- Have a minimum of 150 hours controlling experience on their C1 rating
- Have a minimum of 50 hours controlling experience in the preceding six months
- Be in good standing within the VATMENA division
- Pass the VATMENA instructor theory examination
- Demonstrate good teaching skills
- Demonstrate good knowledge of ATC procedures and the appropriate practical controlling skillset
- Demonstrate good command of the English language, both written and spoken
- Have conducted a minimum of six mentoring sessions in the preceding six months
- Be recommended by either:
 - Their home VATMENA vACC director and ATC training director or;
 - The VATMENA divisional ATC training director

6.1.2. Senior Instructor (I3)

To be eligible for a Senior Instructor (I3) rating, members shall comply with the following minimum requirements:

- Hold an I1 rating within the VATMENA division
- Have a minimum of 150 hours of instructional experience on their I1 rating within VATMENA
- Have a minimum of 50 hours controlling or instructional experience in the preceding six months within VATMENA
- Have successfully completed training with the VATMENA divisional ATC training director or their designee as provided in 6.3
- Demonstrate exceptional teaching skills
- Demonstrate exceptional knowledge of ATC procedures and the appropriate practical controlling skillset
- Demonstrate good command of the English language, both written and spoken
- Have conducted a minimum of six mentoring sessions in the preceding six months within the VATMENA division
- Have examined a minimum of three CPTs within the preceding six months in the capacity of divisional examiner
- Be recommended by the VATMENA divisional ATC training director

6.2. Application Process

6.2.1. Instructor (I1)

For a candidate to be considered for an I1 rating, their home VATMENA vACC ATC training director shall send an application by email to the VATMENA divisional ATC training director (atc@vatsim.me) nominating the member. The email must include the following:

- The prospective member's VATSIM CID and permanent rating as provided in 4.1
- The prospective member's controlling hours on their permanent rating
- Evidence of training have been conducted by the prospective member in as provided in 4.1
- Evidence of activity of the prospective member as provided in 4.1
- A letter of recommendation detailing why the candidate is suitable for an instructor rating from the VATMENA vACC ATC training director; or if the applicant is the VATMENA vACC ATC training director, a letter of recommendation from the VATMENA vACC director

6.2.2. Senior Instructor (I3)

For a candidate to be considered for an I3 rating, the VATMENA ATC training director shall nominate them for the position.

6.3. Training Process for Instructor Ratings

6.3.1. General process

Training for an I1 or I3 rating shall include the following:

- An evaluation phase
- A controlling competency check
- An instructional competency check

Following successful completion of all three of these, the candidate shall be awarded their rating.

6.3.2. Evaluation

The evaluation phase shall require the VATMENA ATC training director or their designee to observe the candidate during a minimum of two of their mentoring sessions. This is an opportunity for the candidate to receive feedback on their instructional skills.

6.3.3. Controlling Competency Check

The competency check shall require the VATMENA ATC training director or their designee to assess the candidate's controlling ability either online on the live network or on the Sweatbox simulator server.

The scenario shall require the candidate to operate top-down from an en-route position covering at least approach in one session.

6.3.4. Instructional Competency Check

The instructional competency check shall require the candidate to conduct a training session with the VATMENA ATC training director or their designee who shall act as a “student” to be taught by the candidate. The “student” may intentionally make errors which will require the candidate to provide feedback on.

The scenario shall be either for S3 or C1 training and include the following:

- A briefing to be conducted for the “student” by the candidate to explain the basic concepts of the position.
- A demonstration of the candidate’s competency in the operation of the Sweatbox simulator server while the VATMENA ATC training director or their designee acts as the “student”.

The goal of the instructional competency check is to have the candidate demonstrate sound instructional ability and a good understanding of the basic concepts of radar controlling.

6.4. Recurrent Checks

All Instructor and Senior Instructor rated members shall be required to undergo a recurrent competency check at least every twelve months. The check shall include a variation of any one of the scenarios described in 6.3 at the discretion of the examiner.

I1 and I3 rated members shall not be permitted to exercise the privileges of their ratings pending a recurrent check.

6.5. Activity Requirements

6.5.1. Mentoring sessions

All members holding an instructor rating shall be required to conduct or examine a combined total of at least three mentoring sessions or CPTs per quarter.

6.5.2. Hour requirements

All members holding an instructor rating shall be required to control a minimum of six hours per quarter within the VATMENA division.

6.6. Inactivity and Removal

If an instructor-rated member does not meet the specified activity requirements outlined in section 6.5.2, and this continues for two consecutive periods, they will be categorized as “inactive”. Upon their re-engagement, they will need to complete a recurrent check as described in section 6.4. This should be coordinated with VATMENA ATC department via email to the instructor-rated member.

If an instructor-rated member becomes inactive for more than three months, they shall have their rating revoked and will be required to re-apply as provided in 6.2.